

Name: _____

91070 External Survey:

The purpose of this survey is to help you identify what you can write about in your external report at the end of the year. What you tick will determine what goes in your report. Give this survey back into Miss Edmonds at the end of the period, to hold onto.

1. The following are examples of key features of an operating system. Tick **ALL** the things you have done at school this year during Digitech:



Printed a file (System services)	
Saved a file (Resource allocation)	
Plugged in a USB/Memory stick (Input/Output)	
Installed a printer, application or device driver (Manage system resources)	
Plugged in some headphones to listen to music (Input/Output)	
Had two programs running at once (Resource allocation)	
Changed your desktop background (Manage system settings)	
Logged onto the computer (User security)	
Received an error on the screen (Data security)	
Saved a file on your H drive (Network services)	
Backed up a file (Data security)	
Taken a screen shot (Manage system resources)	

2. Open your External Report from your H drive. Under the first heading **Operating**






System write **3 features** you ticked above. For each, write:

- What you did *e.g. I printed my google survey.*
- What it was for *e.g. for a Digitech assessment*
- How you did it – e.g. a screenshot and description of how you printed.

3. Tick the **Applications** you have used on the computers at school:

 - Microsoft Word: <ul style="list-style-type: none">• Word Art• Footnotes• Header/Footer	
 - Microsoft Excel: <ul style="list-style-type: none">• Pie Charts• Sum or Countif Function• Header and Footer	

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	- Firefox	
	- Internet Explorer: <ul style="list-style-type: none">• Favorites \ Bookmarks	
	- Moviemaker: <ul style="list-style-type: none">• Adding video\photos• Animations• Splitting\editing movie• Publish movie	
	- Photoshop: <ul style="list-style-type: none">• Save as from PSD to JPG• Masking• Layers• Filters	
	- Scratch: <ul style="list-style-type: none">• Scripts• Costumes• Backgrounds• Editing	

4. Look on your H drive and find a file you created using one of the applications above. e.g. the maze game in Scratch.
 - a. Open the file and paste a screen shot of it in your external document.
 - b. Say what you created?
 - c. Say what it was for?
5. Choose 3 bulleted features I listed under the application and say how you used each within this file.
6. Repeat steps 4 – 5 for two more different files e.g. so you have 3 screenshots of files you created.
7. For **File Management**, order your H drive as follows:
 - a. Create a subject folder for each of your subjects.
 - b. Move/Cut the files belonging to each subject and paste them into the new subject folder.
 - c. Go into your digitech folder and create new folders – Movie; Survey; Game; PCs;
 - d. Move/cut the files for each unit into the correct folder. DO NOT delete any of your files until the end of this year.
 - e. Screenshot your folders on H and paste it in your report.